
NEW PERMIT SOFTWARE

Also on August 1, the City will be switching to a new software package for processing permits and inspections. We ask you to bear with us as everyone here becomes accustomed to the new software. We apologize in advance for the delays this will inevitably cause.

NEW PERMIT TYPES

There will be two new types of permits: fuel-gas and fire system.

NEW APPLICATION FORMS

Most permit application forms have been redesigned. Please use only the most recent application form when applying for a permit. If you use an older form, you may be asked to fill in a new one before your application will be accepted.

INSPECTIONS

The process for inspections will not change. You will still call 703-248-5080 (TTY 711) to book an inspection. There is no online or automated process for booking inspections. We will be booking inspections in our new permit software, so the process will be slower initially. It is important that you have your permit number available when you call for an inspection.

Frequently Asked Questions

Why are the fees changing? The new fees are easier to understand for both applicants and staff. They ensure the City recovers the cost of running the department. The new fees were much easier to implement in the City's new permit processing software.

Will I pay more? Maybe. Building projects less than 1,000 square feet will pay less, thanks to the lowered minimum fee for plan review (\$100 vs. \$150 before). Larger projects will pay more due to the increased charge per square foot (20 cents vs. 15 cents before). Small trade permits will generally remain \$40.70, the minimum fee for any permit.

What else is changing? Most of the application forms have changed. If you apply for a permit with an older form, we may ask you to fill out a new one. There are also two new permit types. Fuel-gas work is now separate from plumbing, and there is a new permit for fire alarms and sprinklers.

What about inspections? The basic process will not change. New software will mean some slowdowns initially. To minimize delays, it is important that you have your permit number ready when calling for inspection.

Will the new information and forms be available online? Eventually, all the information and forms will be available online. At this time, it is not.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5080 (TTY 711)

CHANGES TO THE BUILDING PERMIT FEES AND PROCESS

City of Falls Church, Virginia



Department of Environmental Services
Department of Public Safety
300 Park Avenue, W300
Falls Church, VA 22046
703-248-5080 (TTY 711)

NEW PERMIT FEES

Effective August 1, 2006, the City of Falls Church is changing the fee structure for all building and trade permits. These changes are designed to simplify the fee structure and better recover the costs of running the Permits & Inspections department.

In general, the new fees are slightly higher than the previous fees. The largest increase is the charge for square footage of work, which is increasing from fifteen to twenty cents. The other permit fees have changed less.

Below are the fees for each of the permits. Please note this list is not fully detailed. It accounts for all items, but not in the full detail of the Council resolution.

BUILDING PERMIT

| | |
|----------------------|-------------------|
| Building Work | .20/sq ft |
| Demolition | \$5.00/1000 sq ft |
| Fence | \$40.00 |
| Retail Shelving | \$40.00/floor |
| Systems Furniture | \$40.00/floor |
| Elevators & Lifts | \$200.00 |
| Door Locking Systems | \$5.00/door |
| Cranes | \$90.00 |
| Sump Pumps | \$40.00 |

ELECTRICAL PERMIT

| | |
|-----------------------|-----------------|
| Circuits | \$3.00 |
| Fixtures, Receptacles | \$0.50 |
| Receptacles >20 A | \$5.00 |
| Outdoor Signs | \$15.00/Unit |
| Service to 600 A | \$40.00 |
| Service > 600 A | \$90.00 |
| Panels | Same as Service |
| Transformers | \$40.00 |
| Fixed Appliances | \$10.00 |
| Electric Heat | \$1.00/KW |
| Motors | \$1.00/HP |
| Generators | \$1.00/KW |

FIRE SYSTEM PERMIT

| | |
|------------------------|---------------|
| Fire Alarm Panels | \$90.00 |
| All Fire Alarm Devices | \$2.00 |
| Stand Pipes | \$10.00/Floor |
| Sprinkler Pump | \$90.00 |
| Sprinkler Heads | \$1.00 |

FUEL-GAS PERMIT

| | |
|----------------------|----------------|
| Boilers, Heat | \$10.00/100MBH |
| Gas Appliances | \$10.00 |
| Automatic Gas Valves | \$10.00 |
| Extend/Move Line | \$15.00 |
| New Service | \$40.00 |
| Oil Tanks | \$40.00 |

MECHANICAL PERMIT

| | |
|----------------------|---------------|
| A/C & Refrig. Units | \$10.00/Ton |
| Air Handlers | \$20.00 |
| Cooling Towers | \$40.00 |
| Hoods | \$40.00 |
| Paint Spray Booths | \$90.00 |
| Fan Coils, VAV Boxes | \$10.00 |
| Ventilation Risers | \$15.00/Floor |
| Exhaust System | \$40.00/Riser |

PLUMBING PERMIT

| | |
|---------------------------|---------------|
| Fixtures, Drains, etc. | \$5.00 |
| Sewer Inst/Repair | \$40.00 |
| Sewer Cap-Off | \$40.00 |
| Water Service Inst/Repair | \$40.00 |
| Building Drain/Vent | \$40.00/Riser |
| Water Pipe Work | \$40.00/Floor |
| Sewage Ejector Pump | \$40.00 |

For permits that need plans, the plan review fee is 30% of the permit cost with a minimum of \$100. Review by the Fire Marshall, if required, is \$85.00/hr.

Some applications may be sent to an outside agency for review. If this occurs, the plan review fee will be reduced to 10% of the permit cost. In addition, the applicant will pay the full cost of the outside agency.

The minimum fee for any permit is \$40.00.

These fees do not include the state-mandated 1.75% levy, which will be added to all permits. This means the minimum you will pay for any permit is \$40.70.